



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT

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State Workforce Development Board Meeting Minutes
Nashville, TN
Friday, May 18, 2007
8:30 am – 12:00 pm

Board Members Present:

Jerry Anderton
J. M. Barnes
Rosie Bingham
Joy Bishop
Thelma Dunlap
Guy Derryberry
John Greeter
Wallace Grills
Ed Groves
Brenda Henley
John Majors
Deidre Malone
Iloff McMahan
Mattie Moran
James Neeley
Brad Parish
Arlene Ricci
Yolanda Shields
Ellen Thornton

Board Members Present by Proxy:

Susie Gassett (Wallace Grills)
Patricia James (Wallace Grills)
Gina Lodge (Andrea Cooper)
Lana Seivers (Ralph Barnett)

Board Members Absent:

Tommy Kilby
Matthew Kisber
Sally McKay
Gary Miller
Margaret Ridings
Marvin Sandrell
Kenny Smith
Charles Story

Staff Present:

Susan Cowden
Joan Craig
Theresa Morris
Lela Balthrop
David Taft
Pam Layne
Vicki Crosier

Susie Bourque
Joey Czarneski
Linda Sampson
Joe Fults
Dale Alexander
Jim Alford
John Kubina

Mark Chandler
Regina King
Melinda Williams
Bobby Bryant
Edd Goodman
Jim Alford

Joyce Gregory
Dan Holton
Tommy Noe
Kim Roberts
Libby Burchell
Michael Edwards

Abstaining Members:

Rosie Bingham (University of Memphis)
Guy Derryberry (LWIA 10)
John Greeter (LWIA 6)
Wallace Grills (LWIA 1)
Ed Groves (LWIA 8)
Brenda Henley (LWIA 11)
Iloff McMahan (LWIA 2)
Mattie Moran (LWIA 5)
Brad Parish (LWIA 4)

Welcome:

Chairman Wallace Grills called the meeting to order and welcomed everyone to the May 2007 meeting.

Roll Call:

Linda Sampson conducted the roll call and established the presence of a quorum.

Approval of March 2, 2007 Minutes:

Guy Derryberry made the motion to approve the minutes and Iloff McMahan seconded it.
Motion Passed.

Opening Remarks:

Commissioner Neeley welcomed everyone to the meeting and expressed his appreciation for such good attendance. He announced that Tennessee has been involved in two (2) WIRED proposals, one (1) with Georgia and Alabama and one (1) in the eastern part of the state by local areas 2, 3 and 4 and he remains hopeful that both will be funded. He also referenced the funding for next year on which Administrator Cowden will provide further information. He expressed sincere appreciation for work performed by the staff in meeting performance measures, which has resulted in five (5) consecutive years for Tennessee to receive incentive monies. Tennessee received 1.7 million, the third largest sum received in the United States. He expressed pride in the tradition Tennessee has established in being the recipient of incentive funds five (5) years in a row.

Commissioner Neeley shared a video which was used at the recent Economic Development Course conducted by TN Tomorrow entitled "Did You Know?"

Allocations:

Administrator Cowden provided a spreadsheet with the summary of allocations to the local areas and reported that Tennessee received about 10% increase over last year in addition to the 1.7 million incentive funds. The total amount is \$70,420,883.00 with \$17,827,421.00 state set aside funds.

Career Readiness Certificates:

Administrator Cowden presented a brief overview of the pilot project which has been going on over the past year in LWIA 5. Dr. Lee Grehan with University of Memphis presented the results of a survey about the project to the Operations Committee yesterday and details of the project were included in the handouts. She stated that as a result of this, it will be recommended that the state move forward this fall in making the Career Readiness Certificate Program statewide. She added that this program will help TN develop a talent pool and provide a good economic development tool for recruiting industry to the state. Examples of the Gold, Silver, and Bronze certificates were passed around for members to view.

EEO:

Kevin Malone, from the USDOL Office of Compliance, presented a powerpoint presentation on Methods of Administration Under the Workforce Investment Act. Mr. Malone explained the goals and objectives as well as mission and functions of the Civil Rights Center. He further explained the roles and responsibilities of equal opportunity officers at both the state and federal levels.

LWIA Plan Approval:

Mr. James Barnes thanked the Strategic Planning Committee members and the state staff for the hard work involved in presenting the local plans. He explained that the process was spread over two (2) days this year on April 12 and 13, 2007. Each local area presented a twenty (20) minute overview on the following questions, and then had ten (10) minutes for Q & A:

1. How they were partnering with other areas and other agencies in addition to the required partners to avoid duplication of services?
2. What they were doing for regional economic development?
3. They were to address the three (3) top goals that were submitted in their plan and discuss two (2) weaknesses that they reported and provide action plans to address the weaknesses.
4. What they are doing for "Talent Development" and what their future plans were.

5. Explain how they are matching employers to job seekers.
6. How their Vision and Mission statements line up with the Department's?

After a brief summary of each local area, the state staff and planning committee recommended approval of plans for areas 1 through 12:

LWIA 1 – This area did an exemplary job in the entire mission. They have many best practices and continue to seek improvements. All questions were addressed satisfactorily and thoroughly. John Greeter made the motion to approve and Rosie Bingham seconded the motion. **Motion Passed.**

LWIA 2 – The work group was quite complimentary of the job this area did in the entire process and the information that was submitted could be used as “best practice”.. The career center flow chart submitted in Phase 2 was considered a best practice. They received a community based job training grant from USDOL bringing in an additional \$3 million in funding. This area also operates under a waiver from the Governor since they are an Eligible Training Provider and an Administrative Entity. Ed Groves made the motion to approve and Iliff McMahan seconded. Motion passed but was withdrawn when it was brought to the attention of the board that Iliff McMahan is an LEO in Area 2 and therefore could not second the motion. Ed Groves made the motion for approval and Brenda Henley seconded it. **Motion Passed.**

LWIA 3 – The work group found that they did an excellent job in outlining guiding principles and common goals of their local workforce system. Their responses were thorough and adequately addressed. All items were submitted on time with exception to their local audit report which was due on March 31. The state has now received that report and all required information for compliance. Rosie Bingham made the motion to approve and it was seconded by Yolanda Shields. **Motion Passed.**

LWIA 4 – This area did an excellent job in outlining Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. They also articulated the impact of barriers that could prevent all partners from working together as a team. They are the regional lead with local areas 2 and 3 in a current WIRED application. All items were submitted on time and responses adequately addressed. Deidre Malone made the motion for approval and it was seconded by Guy Derryberry. **Motion Passed.**

LWIA 5 –During the review of the documentation submitted in Phase 1, the work group noted that they did an excellent job in presenting a cohesive organizational profile where one action complimented and supported the next section. They also commended on the response to their success of meeting needs of customers and would be considered a best practice. Area 5 is a regional lead with northern Alabama and Georgia in a WIRED grant application. Brenda Henley made the motion for approval and it was seconded by Ed Groves. **Motion Passed.**

LWIA 6 – They provided very good short and long term goals for their Employment Security section. Good examples were provided to the question regarding what efforts they are taking to ensure a regional approach to addressing targets, sector strategies and career advancement of job

seekers. All items were submitted in a timely manner. Mattie Moran made the motion to approve and it was seconded by Ellen Thornton. **Motion Passed.**

LWIA 7 – The work group noted that they did an exemplary job in completing the Pre-Planning Scorecard and acknowledged the extra effort made to accumulate the extra data. All was completed by due dates and submitted in a timely manner. Deidre Malone made the motion to approve and it was seconded by Rosie Bingham. **Motion Passed.**

LWIA 8 – They shared some very positive approaches in serving customers and the planning committee suggested they be used as a best practice for all other LWIAs. Their presentation was viewed as one of the best and most positive ever. They provided a well thought out response to the section on guiding principles and identifying common goals of their local workforce system. They also presented an exemplary SWOT analysis. Overall plan submissions were viewed by the review team to be very good and submitted on time. The motion for approval was made by Jerry Anderton and seconded by Thelma Dunlap. **Motion Passed.**

LWIA 9 – All responses to questions were adequately addressed and submitted in a timely manner. Phase 2 was noted as having excellent responses to short and long term goals with good concept and recognized as a good concept and could be adopted as a best practice. The motion for approval was made by Guy Derryberry and it was seconded by Yolanda Shields. **Motion Passed.**

LWIA 10 – The review team noted that this area did an excellent job presenting the service descriptions. They presented a great scorecard, particularly in relation to the number of employers being served by the career center, and all information was presented on time. The motion to approve was made by Brenda Henley and it was seconded by Mattie Moran. **Motion Passed.**

LWIA 11 – Evaluators noted that they did an excellent job on the SWOT analysis. It was noted that they did an exemplary job in serving Katrina evacuees, having expended one-half of the funds allotted to the entire state through a National Emergency Grant. All questions were answered adequately and submitted information in a timely manner. The motion to approve was made by Thelma Dunlap and it was seconded by Andrea Cooper. **Motion Passed.**

LWIA 12 – This area did an exemplary job completing the entire process and responding to all questions adequately and submitted by the due dates. Extra effort was placed on their efforts to accumulate all the requested information asked in the Pre-Planning Scorecard. The motion for approval was made by John Majors and it was seconded by Ellen Thornton. **Motion Passed.**

LWIA 13 – Overall submissions were determined to be adequately addressed; however, information was not received by the timelines given by the state. State staff had become concerned about the pattern of continual last submissions to requests and concerns about the overall organization and management in Area 13. State staff has been in contact with LWIA 13 since the April planning meeting to provide technical support. Joyce Gregory and John Kubina traveled to Memphis on May 8 & 9 to assist with addressing the list of discrepancies found by the review team and to provide technical assistance. The planning committee recommended

their plan not be approved until they had received technical assistance to bring their plan in compliance and to assist in obtaining required documentation compliance.

Area 13 had items which needed corrective action. They demonstrated that they have taken corrective action and is now on target. Mr. Barnes expressed that the committee and state staff are now pleased with what Area 13 is doing. He expressed concern that sometimes when you go through a process, you get on target one time, but over a period of time you have a tendency to fall back into your past practices. Due to this, the committee recommended an outside audit be conducted to review continued improvement. The state staff advised that this process has already begun to take place.

Mr. Barnes, on behalf of the planning committee, requested that a letter be submitted from the Commissioner and signed by the Executive Staff which will include, but not be limited to, the establishment of clear goals in the following areas:

1. There were 865 participants completing GED. They were asked to stretch the goal to 1,000.
2. They were asked to have 350 youth to complete the entire process.
3. We also want them to enhance the involvement with the Hispanic population in Memphis, to go the extra mile, and to do things differently.
4. Get the local board engaged in internal operations. Board members can assist with things such as performance improvements within the organization. We believe each staff member should have direct goals and performance measures.

Mr. Barnes further pledged support from the state staff and the state board for Mr. Garrett's leadership in attempting to get LWIA 13 to where it should be in all performance measures in accord with all other LWIAs. Based on the information submitted at yesterday's meeting and the corrective actions taken, the state staff and planning committee recommended approval. Brad Parish made the motion for approval and it was seconded by Jerry Anderton.

Motion Passed.

Incentive Award Announcement/Approvals:

Dan Holton, Program Manager for Performance and Compliance, presented outcomes of the Incentive Awards for the Local Workforce Investment Areas for the program year 2005, July 1, 2005 – June 30, 2006. He announced that no sanctions will be imposed because all areas met the performance measures. All board members were requested to review the existing policy and to submit any proposals for changes by the December 2007 meeting. A motion to approve the incentive awards was made by Guy Dedryberry and seconded by Deidre Malone. **Motion Passed.**

Contract Proposals:

Administrator Cowden announced that the state grant and contract recommendations will be from the Operations Committee, which met yesterday. Their function is to assist in the management of the statewide activities. The local boards have oversight for each of the local directors and their partners as to the funding disbursed and used, as previously seen in the plans submitted. The State Board supports the utilization of the statewide funding. She provided a comparison of funds for this year and last year. She explained that the funding is available for a three- year period.

The Operations Committee recommended the following contracts be approved:

AFL-CIO (\$587,762.46) – The Technical assistance program is a special project of the Tennessee AFL-CIO Labor Council in conjunction with the Tennessee Department of Labor and Workforce Development that offers assistance to labor unions and workers throughout Tennessee for dislocated workers. Dislocated workers are provided relative training activities to make a successful transition during their time of need. John Greeter made the motion to approve and it was seconded by Deidre Malone. Motion Passed.

Jobs for Tennessee Graduates (\$546,250) – The Jobs for Tennessee Graduates (JTG) program is designed to assist at-risk/disadvantaged youth in high school with gainful employment. JTG focuses on career development, job attainment, job survival, leadership, self-development, basic and personal skills. This funding will match 37 JTG programs. Motion to approve was made by John Greeter and seconded by Iliff McMahan. Motion Passed.

Tennessee Higher Education Commission (\$359,000) – The Tennessee Higher Education Commission (THEC) is vested with the responsibility of certifying eligible training providers to be participants on the state provider List. Their responsibility also entails storing student's records from discontinued programs or closed institutions located in their respective local areas, and assuring that no institution may solicit, recruit, award credentials, or operate as an Eligible Training Provider until such certification is granted by the LWIB. (Contingent on all website updates by December 31, 2006.) Motion to approve was made by John Greeter and seconded by Brenda Henley. Motion Passed.

University of Memphis (\$623,350) – The University of Memphis Sparks Bureau of Business and Economic Research/Center for Manpower Studies (SBBER/CMS) provides the TDLWDD technical research assistance while offering technical assistance to the local boards. The SBBER/CMS conducts basic and applied research, provides graduates and undergraduate education, and management support and training services for state and local government agencies. The services rendered also include the evaluation of WIA programs, performing customer satisfaction surveys to both businesses and participants, and managing participant, economic and program data regarding employment placement and retention rates for the state and LWIAs, and the development of DOLCE VITA and WIKI. Motion to approve was made by John Greeter and seconded by Yolanda Shields. Motion Passed.

Share Network Update:

The Board requested an update when this project was originally presented six (6) months ago. Assistant Administrator Bourque explained that the Share Network project continues to grow and is now operating in five (5) local areas as an online resource directory. She explained the progress being made in each local area.

Incumbent Worker Update:

Jim Alford, Director of Employer Services, presented a powerpoint presentation detailing total grants over the past four (4) years since the program came into existence. He announced that approximately 25,000 participants have been trained under this program. He announced that the state is in the process of becoming involved in an Apprenticeship Assistance program due to the recognition of a need for skilled workers in construction trades.

Disability Navigator Report:

Joy Margrave, Disability Navigator Lead, presented a powerpoint presentation on Increasing Accessibility to the Workforce System, which is a national initiative between the U.S. Dept. of Labor and the Social Security Administration. The Navigator Initiative is designed to facilitate seamless and comprehensive services to persons with disabilities in One-Stop Career Centers and to increase employment and self-sufficiency for Social Security beneficiaries and others with disabilities. She explained the duties of the thirteen (13) navigators across the state is to guide career center staff in helping job seekers with disabilities navigate the workforce system and develop linkages with employers on an on-going basis to facilitate job opportunities for job seekers with disabilities.

University of Memphis:

Lee Grehan, Research Associate Professor/Assistant Director with Sparks Bureau of Business and Economic Research Center for Manpower Studies, presented on Reporting and Performance Management Tools (DOLCE VITA), which stands for Department Of Labor Collaborative Environment for Verification Integration, Testing & Analysis. This is a secure web-based system using free/open source technology. This is designed to meet the federal reporting requirements for tracking purposes.

Committee Reports:

Continuous Improvement Committee Chairman Iliff McMahan thanked the committee for its participation and expressed appreciation to Joey Czarneski for his assistance. They looked at the 2006 Third Quarter Report through March 31 of this year. They looked at all of the performance items and agreed that we are on target with the goals set. Also, they looked at

the proposed negotiated performance levels submitted to the Employment and Training Administration. It reflects that we are right on target and indicating continuous improvement. He reported that Tennessee was successful in renegotiating the 2006 average earnings performance measure. He announced that we now have the first plan for continuous improvement that was done by integrating Job Services and WIA. It shows that we are building a synergy between the programs and are able to move forward in a proactive manner. He also shared information about Tennessee receiving incentive funds at nearly \$2 million. Tennessee is one of ten (10) states to received incentive monies.

Operations Committee Chairman John Greeter thanked the staff for their assistance and expressed appreciation for the presentations made to the committee yesterday. (See above contract approval recommendations and motions as presented individually.)

Policy Committee Chairman Jerry Anderton reported that at a previous meeting it was determined that it may be advantageous to provide the local boards with Model By-Laws to assist them in meeting various contingencies and to fully comply with current law. At the March 2, 2007 meeting, the committee members reviewed by-laws of each of the boards. Discussions and recommendations from that meeting were used to draft a single document to submit to the full board. The draft was submitted to the committee members on May 7 for review and final recommendations. The committee approved the draft at the May 17 meeting with the following exceptions:

1. We recommend that Article VI 7.5 regarding Actions without a Meeting be reviewed by the legal department of the Department of Labor to determine if such authority to act is proper under current law. A similar provision is presently incorporated in the By-laws of several boards.
2. We further recommend that a footnote be added to Article VII 7.8 to provide that "A local Board may allow a proxy to be executed and notice thereof provided to the Chairperson by e-mail or fax transmission."

On March 27, 2007, the Executive Committee met for the purpose of approving a draft copy of the State Five Year Plan. Certain provisions of the draft relative to state policy on incentives and sanctions of local boards were submitted to the Policy Committee for review.

The Policy Committee concurs with the finds and action of the Executive Committee and recommends approval by the Board.

It was decided that each local area will be provided with the model by-laws and be given the opportunity to review them before the next State Board Meeting in December 2007. Each area should respond to the state staff and policy committee by November 1, 2007, so the Chairman can report back to the entire Board in December.

Administrator Cowden advised that the information discussed will be provided to each local area. Guy Derryberry made the motion that all local boards review the model and respond by November 1, 2007, to allow the Chairman sufficient time to prepare a presentation to the State Workforce Board in December. Rosie Bingham seconded the motion. **Motion Passed.**

Board Vacancies:

Susie Bourque provided a chart with information pertaining to openings on the State Board and requested that those members desiring to continue to serve advise staff. There are currently five (5) openings and five (5) terms scheduled to expire on 6/30/07.


Closing Remarks:


Chairman Grills announced that the Executive Committee will attempt to conduct a meeting in September since the entire Board will not meet again until December.

Commissioner Neeley expressed his appreciation for the members and their participation. He further expressed his support to the staff for a job well done in arranging and conducting the meetings.

The next meeting date is December 6 & 7, 2007. Committees will meet at 3:00 pm on Thursday, December 6, 2007.

Meeting adjourned at 12:00 noon.


Linda Sampson
WIA Board Coordinator


Susie Bourque
Asst. Administrator